

Deleting a Project in REDCap – How-To Guide

REDCap is primarily a data collection tool and is not intended for long term storage of study data, especially if it contains PHI. This guide describes how to delete a project from REDCap so that it does not remain on the REDCap server indefinitely, and to avoid the annual fee once your project becomes a year old - and most importantly, to be compliant.

Before deleting a REDCap project we suggest the following:

1. Once the data analysis is complete, download and save copies of the project's data dictionary and exported data. For more information: [Managing Your Data](#).
2. Expire any project users who do not need further access to the project.

How to Delete a REDCap Project

Projects in Development Status:

Project Users (with 'Project Design & Setup' user rights) can delete their projects by navigating to the 'Project Setup' page, then clicking on the "Other Functionality" tab, and then clicking on the "Delete the project" button.

Projects in Production Status:

Project Users (with 'Project Design & Setup' user rights) can request projects to be deleted by navigating to the 'Project Setup' page, then clicking on the "Other Functionality" tab and then clicking on the "Request Delete Project" button.

NOTE: Projects are permanently removed from the REDCap system 30 days after they have been deleted. Until that time, REDCap Administrators can undelete the project at your request. Projects are permanently deleted from the backup server after 365 days, doing which time projects may be able to be recovered only under excruciating circumstances.

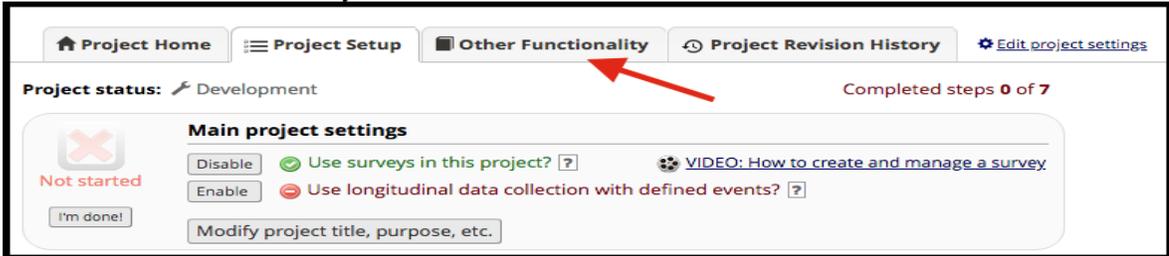
NOTE: To access the 'Project Setup' page, the 'Other Functionality' page and to delete the project, the logged in user must have 'Project Design & Setup' user rights in that project.

Steps to Delete a REDCap Project

- 1) Click on the 'Project Setup' tab:



2) Click on the 'Other Functionality' tab:



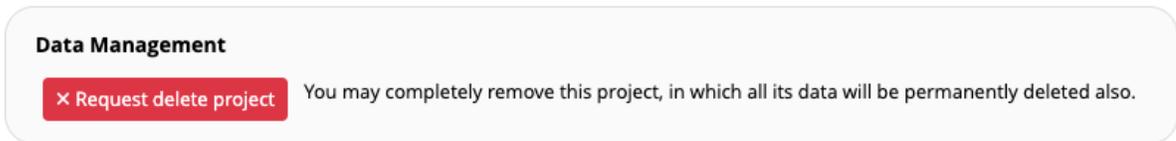
3) On the 'Other Functionality' page, under the 'Data Management' section, you'll see one of the project deletion options (see below), depending on the project's status. Click on the **red deletion** button you see in your project.



Project in Development Status:



Project in Production Status:



4) Once you click on the red deletion button, you'll need to type DELETE into the prompt to complete the process:

